

広報番号： Announcement No.	FEC-PW5-001-16L(R)
募集締切日： Closing Date	19 Oct 16
発行日： Date of Issue	29 Sep 16

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員(部隊内)
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☒ MLC ☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term (カ月 Months)

1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's degree in a related field.

8.提出するもの Application and Associated Documents

- * ☒ **空席応募用紙** Application for Vacancy Announcement
* ☒ **専門職務経歴書** Resume of Specialized Work Experience
* **の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
☒ **家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』**
If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
☐ **運転免許証の写し** Copy of Driver's License
☒ **1級建築士免許の写し** Copy of certificate of 1st Class Architect license.
☒ **大学卒業証明書又は卒業証書の写し (建築、土木、構造、電気、機械等)、又は関連分野 (建築、土木、構造、電気、機械等) における公的な免許状の写し** Copy of certificate of educational background in architectural, civil, structural, electrical or mechanical, OR official engineering license in the related field (architectural, civil, structural, electrical or mechanical).
☒ **英語の能力を証明するものの写し。** TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.=
☒ **82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)**
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
☒ **日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー** For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
☒ **DD-214 Copy (Member-4 copy) only for former U.S. military personnel.**

9. 応募書類提出先 Office to Submit	
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内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：
Current MLC/IHA Employees must submit to: (Human Resources Office (HRO), Yokosuka Navy Base):

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

7238-0001

〒238-0001

神奈川 横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所１階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前０６００時より、午後０６００時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先： 三三三-0011	Off Base Applicants must submit to: 三三三-0011
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238-0011

Off Base Applicants must submit to:
 ☐ 238.0011

238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LM)

O/IAA) Yokosuka Branch of LMO/IAA

管理第一係

Management #1 Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務处理欄 For Official Use	
英倫郡聯盟出 入 帳 簿 2022-2023	田香 2022-2023

募集部隊担当 Activity POC: BD2 軍電 (DSN) 243-7073

軍電 (DSN) 243-7073

PD No.: FEC-PW5-006

PD is accurate and current. Certified by Activity: Hi 29 Aug 16

HRO: (rcvd: 8/29) js
8/29 kw 8/30, kn 9/27

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

Performs a variety of technical engineering work in the field of structural, civil, marine, mechanical or electrical disciplines that requires extensive specialized knowledge of various facilities and components, practical knowledge of the construction trades and fundamental engineering practices and techniques. Assignments include:

1. Serves as the Navy specialist in the highly technical aspects of roofing maintenance. Develops and manages the Navy wide specialized expertise program for roofing providing services to NAVFAC Far East supported installations. Stays abreast of and evaluate state-of-the art development in the field of maintenance engineering as it relates to roofing; specific areas of discussion involve exploration of cost reduction methods, applicability of criteria, evaluating new materials and methods of application for prolonging life expectancy. Performing roof survey evaluations, inspections, and condition assessments. The surveys involve controversial, highly complex matters or seriously affect day-to-day operations, and mission accomplishment. The incumbent is required to define the problem, analyze the cause and provide a conclusive result based on knowledge of prevalent conditions, taking into account climatic problems indigenous of specific areas and the structure to be protected and providing the best solution available for the economic life of the facility. Coordinates scheduling of inspections and maintenance work with the activities, reviews inspection reports, certification, and repair cost estimates done by other NAVFAC supporting agencies. Consolidates all roofing inventory and inspection reports for submission in accordance with NAVFAC's BMS, DoD, and related private organizations' criteria and guidance.

2. Plans, schedules, and performs detailed investigation on other assigned structural commodities to include crane & railroad trackage systems and shore and fleet (off-shore) mooring systems. Prepares inspection reports, repair cost estimates, and recommendations. For these requirements to be inspected by contractor, prepares technical requirements for the contract and supports monitoring of contractor's performance.

3. Supports the preparation of maintenance job plans, including investigation of job sites, inventory of equipment, and collection of all pertinent information and data with supported installations.

4. Performs other related and incidental duties as assigned.

-First Class Kenchikushi (Architect) license is required to perform renovation and repair of buildings as required in Architects Act on Architects section 3.

-Must utilize proper personal protective equipment (PPE) to minimize exposure to potential hazards.

-Must have basic working knowledge and skill in standard computer programs, such as MS Office, NAVFAC's Maximo 7.1, AutoCAD and other technical computer programs and applications required for assigned tasks.

A. Specialized knowledge and skills include:

- a. Obtaining and maintaining NAVFAC Roofing/Structural Certifications from NAVFAC EXWC.
- b. Improving knowledge by attending new, refresher or recertification courses as needed.